

REFS 76-3466

DDA 76-5788

11 MAY 1976

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Reducing Daily Operating Costs

REFERENCE : Memo dated 28 February 1975 to Deputy  
Directors and Heads of Independent  
Offices from DCI, Subject: Fighting  
Inflation and Reducing Daily Operating  
Costs

1. It is the desire of the Director of Central Intelligence to continue with the program initiated in the referent. The first semi-annual reporting period for Fiscal Year 1977 ends 31 March 1977. The consolidated report is due in the Director's office in May. Your report should be received by Management and Assessment Staff, DDA by 15 April 1977.

2. Measures taken to effect a reduction in operating costs or to combat inflation should be described and the actual dollar savings quantified in the following categories:

- Group I : Savings to date for the current fiscal year.
- Group II : Annual savings projected in future fiscal years.
- Group III: One-time savings for the current or future fiscal years (This group should not include savings reported in Groups I or II.)

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SUBJECT: Reducing Daily Operating Costs

3. The attached page, extracted from a previous reporting, is suggested as a convenient format for presenting the requested information.

4. Savings reported should be those growing out of measures which were instituted during Fiscal Year 1977. Savings reported in the Fiscal Year 1976 report should be excluded, unless they are a recurrence of a Group III item or result from an activity which impacts on previously reported savings.

STATINTL



*John F. Blake*

Attachment:

Extract from Previous Report As Stated

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OFFICE OF DATA PROCESSING  
Fighting Inflation and Reducing Daily Operating Costs  
Report for FY 1976

<u>Description of Activity :</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1976</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1976</u>	<u>Group III</u> <u>One Time Savings</u> <u>for FY 1976 Only</u>
<u>Consolidation of Production</u> <u>Division Software</u>  Consolidating computer utility programs and subroutines to one disk file will save 120 man hours this fiscal year and 240 man hours in future years.	2,000	4,000	
<u>Improved Report Program for OMS</u>  A computer report program was modified for more efficient processing and it is estimated that this will save \$5,000 per year.	-	5,000	
<u>Implementation of Program Library</u> <u>Software</u>  A software package for maintaining a library of computer programs will reduce magnetic disk and tape storage requirements and require less manpower.	1,000	5,000	

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ATTACHMENT

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